



*This form is used to report dispositions of San José State University property and communicate the desired handling of items no longer utilized by a department to the Property Office. Please complete all sections and mail to the Property Office.*

**Department Information**

Department: _____	Report Date: _____
Contact Name: _____	Phone: _____
Contact Email: _____	Building/Room: _____

**Disposition Codes**

For each item listed, please designate action requested from the disposition codes below:

1. Trade – in <u>PO Number: _____</u>	2. Public Surplus (may be utilized by other department of sold)
3. Junked (unsafe for future utilization)	4. Lost*
5. Stolen*	6. Destroy (as by fire, etc.)
7. Salvage (beyond economical repair)	8. Defective
9. Donate	10. Error
11. Property reutilization – general service & department transfer to: _____	

**Property Items**

Description, Model, or Serial #:	Property Tag Number:	Original Cost:	Location:	Date of Purchase:	Disposition Code:

**Department Approval**

Approving Official's Signature: _____	Date: _____
Name (please print): _____	

**Property Use Only**

Property Clerk: _____	Date: _____
Property Survey Board #1: _____	Date: _____
Property Survey Board #2: _____	Date: _____

\* Must also file the Missing Equipment Report - Refer to SAM section 8643 (<http://sam.dgs.ca.gov/sam.htm>)